



**DIOCESE OF WINONA-ROCHESTER
SAFE ENVIRONMENT
YEAR END AUDIT INFORMATION
FISCAL YEAR JULY 1 THROUGH JUNE 30**

DIRECTIONS: Complete this Program Verification Form and Fax or E-Mail it to the Diocese of Winona-Rochester, attention: Rosalie Beyer, no later than **Last Friday in May**. Fax: (507) 454-8106 E-Mail: rbeyer@dowr.org

PROGRAM VERIFICATION

NAME OF PARISH OR SCHOOL _____

(One form and data worksheet must be sent for each parish and each school separately.)

City _____

Phone Number _____

I, Pastor (or Parish Coordinator or School Principal) verify that I have received information regarding the Safe Environment Program of the Diocese of Winona-Rochester and have implemented the program into my parish/school. This program consists of the *Protecting God's Children Online Awareness 4.0* training that all employees are required to take as well as all volunteers that work with minors (under 18) and vulnerable adults. All employees must undergo a criminal background check and all volunteers who have contact with children and vulnerable adults must undergo a criminal background check before they work with children.

We have received information and the materials for the *Circle of Grace* program that trains children to identify and maintain appropriate physical, emotional, spiritual and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundaries are threatened or violated. Our religious education program and/or our school offer this program **yearly** to students enrolled in either of these programs.

Signature: _____

Pastor, School Principal

**Complete pages 1-3, and Fax or E-Mail it to the Diocese of Winona-Rochester,
Attention: Rosalie Beyer, Fax: (507) 454-8106 E-Mail:
rbeyer@dowr.org no later than last Friday in May.**

**SAFE ENVIRONMENT STANDARDS
FOR PARISHES AND SCHOOLS
FISCAL YEAR JULY 1 THROUGH JUNE 30**

STANDARD I – SAFE ENVIRONMENT LEADERSHIP

- 1.1 The Pastor, Parish Coordinator, or School Administrator is aware of Safe Environment policies and procedures and actively supports the Bishop by implementing them. Yes ___ No ___
- 1.2 Parish/School has a Safe Environment Coordinator whose job it is to implement the Diocesan Safe Environment policies and procedures and to maintain files for the audit. Yes ___ No ___
- 1.3 Parish/School turns in audit reports on time and completely. Yes ___ No ___
- 1.4 Parish runs “Making a report of Sexual Misconduct” notice in the Sunday bulletin at least annually. Yes ___ No ___
- 1.5 Parish staff is aware of and adheres to the Diocesan Code of Conduct. Yes ___ No ___

STANDARD II: REPORTING AND RESPONDING TO SUSPECTED CHILD ABUSE

Parishes and schools are to report to public authorities any allegation of child sexual abuse as well as any suspicion of child abuse of any kind.

- 2.1 Parish/School staff is familiar with how to report suspected child abuse and the Diocesan procedure is prominently placed and visible to all (in Spanish if appropriate). Yes ___ No ___
- 2.2 All parish and school staff are familiar with how to report suspected child abuse to public authorities and are aware of all reporting requirements. Yes ___ No ___

Please explain any NO answers in this section.

STANDARD III: TRAINING

The diocese of Winona-Rochester requires all clergy, all employees regardless of their duties and all volunteers who work with children to be trained to protect children from child sexual abuse.

- 3.1 All employees have completed the *VIRTUS Protecting God’s Children Online Awareness 4.0* training session. Yes ___ No ___
- 3.2 All volunteers who work with children have completed the *VIRTUS Protecting God’s Children Online Awareness 4.0* training session. Yes ___ No ___

3.3 All Directors of Parish Administrators, Faith Formation, Directors of Youth Ministry, School Administrators, School teachers/personnel are current in their online training with no more than two (2) unread bulletins.

Yes ___ No ___

3.4 Online recertification training has been completed by all employees and active volunteers whom completed their *VIRTUS Protecting God's Children* live training in 2011, 2012, 2013, 2014, 2015, 2016, 2018 and 2019.

Yes ___ No ___

Please explain any NO answers in this section.

STANDARD IV: TEACHING CHILDREN TO BE SAFE.

The Diocese of Winona-Rochester requires all parishes to offer the **Circle of Grace** program to children in our Religious Education programs and Catholic Schools annually.

4.1 **Circle of Grace** is offered annually.

Yes ___ No ___

Please explain any NO answers in this section.

STANDARD V: BACKGROUND CHECKS

The Diocese of Winona-Rochester requires all clergy, all employees regardless of their duties, and all volunteers who work with children to undergo a criminal background check.

5.1 Parishes/Schools have copies of all background check authorization forms for all their employees and volunteers.

Yes ___ No ___

5.2 Parishes/Schools have copies of all completed background checks for all their employees and volunteers.

Yes ___ No ___

5.3 This information is recognized as confidential and is kept secure.

Yes ___ No ___

5.4 All current employees and volunteers have background check information recorded in VIRTUS.

Yes ___ No ___

Please explain any NO answers in this section.

Please explain any discrepancies in this section. THANK YOU FOR YOUR THOROUGHNESS!